

Chapter 7

Miscellaneous Field Notekeeping and Procedural Requirements

7-1. Field Notes

All field notes will be recorded in a standard hard-cover field book as the measurements are made in the field. The typical dimensions of such a field book are 4-7/8" by 7-1/2".

a. Entries. All field note entries shall be made with a black lead pencil or ink. Notations made by other than the original surveyor shall be made with a colored pencil so a clear distinction exists between the field observations and subsequent corrections, adjustments, comments or supplemental data.

b. Index. The first two pages of each field book shall be reserved for the index and shall not be numbered. The index should contain the date and description of the survey, the type of survey, and the page numbers containing the survey data. The remainder of the field book shall contain the actual field data and shall be numbered beginning at page one.

c. Page setup. The first page of each entry should contain (at the top left side of the page) the name of the installation or project location, a specific project title, and the type of work being done. At the top of the right side of the right half of the page, record the actual date of the survey, weather conditions, type and serial number of instruments used, members of the crew and their assignment, map or field book references, and other remarks as necessary for a complete understanding of the survey.

d. Corrections. No erasures should be made in the field book. If errors are made, they will be crossed through and the correct ones will be written in such a way as the original data remains legible. No figure should be written over the top of another-- nor should any figure be erased. If a whole page is in error, the complete page will be lined or crossed through and the word "VOID" will be written in large letters diagonally across the page. An explanation of the error, and a cross reference will be entered on the voided page showing the book and page number where the correct information may be found. At the end of each day of work, the field notes shall be signed and dated by the individual responsible for the work.

e. Data collector. If a data collector is used, only setup information (station description, HI, sketch, etc.) should be recorded in the field book. This information is used to document the sequence of the survey. Refer to EM 1110-1-1005 for further information on data collector requirements.

f. References. When it is necessary to copy information from another field book or other source, a note will be made which clearly states that the information was copied and the source from which it came. If the notes are a continuation from another field book, a description will be written in the field book to the effect "NOTES CONTINUED FROM BK XXXX PAGE XX". A similar description (e.g., CONTINUED IN BOOK XXXX FROM PAGE XX) will be written on the last page of each section of notes if those notes are to be continued either in another book or on another page which is not adjacent to the current page.

g. Sketches. The sketch should show all the details, dimensions, and explanatory notes required. The sketch should be written on a whole page whenever possible. If necessary, multiple pages with the sketch divided equally among the pages should be used if the sketch has too many details to be shown on one page.

7-2. Horizontal Control Survey Field Notes

a. Data entries. Traverse field notes shall contain for each occupation: the height of the instrument above the station occupied, the target height above the stations measured to, both horizontal and vertical angles, and either slope or horizontal distance.

b. Station description. A description of the point occupied shall be made in the field notes. This description shall include the type of monument, its general location, and the type of material the point is set in. A sketch of the location of the point relative to existing physical features and reference ties shall be made and included in the notes. If a horizontal control line is used, a sketch of it shall be made and included in the notes. This sketch does not need to be drawn to scale, but it should include the relative position of one point to the next and the basic control used.

7-3. Vertical Control Survey Field Notes

a. Description. A short description of the course of the level line shall be entered in the field book.

b. References. Entries shall be made in the book that give the references to the traverse notes and other existing data used for elevations (e.g., TRAVERSE BOOK XXXX PAGE XX, USGS Quad XXXXXX, NOS Chart XXXX, etc.).

c. Benchmark description. A complete description of each point on which an elevation is established shall be recorded in the field book adjacent to the station designation.

7-4. Rights-of-Entry

a. General. When entering property to conduct a survey, rights of the property owner will be respected. The following details some minimum guidelines to follow.

b. Permission. Permission to enter a military installation and other private property will always be acquired by the District prior to entering such property. While on the military installation, members of the survey crew will adhere to all of the stipulations (e.g., rules, regulations, directives, verbal guidance, etc.) set forth by the Installation Commander or his designated representative. The same basic guidelines are applicable when the right to enter private property is given.

c. Property. Government and private property shall be protected at all times. Every effort should be made not to damage or cut trees, shrubs, plants, etc. on the property. If such must be done, the Installation Commander, or in the case of private property, the private property owner, is the only person who can grant permission to do so. It shall be standard practice that property entered shall be returned to its condition prior to entry once the survey is completed. Gates and other structures should be left in the position in which they were found prior to entry. If a gate is closed, do not leave it open for any long period of time. Return all borrowed property (e.g., keys, maps, etc.) as instructed by the property owner or designated representative.

d. Monuments. Survey points should be placed in such a way as to not obstruct the operations of the property owners or be offensive to their view. Monuments set as a result of the survey should be set below ground level to prevent damage by or to any equipment or vehicles. Extra care must be taken when setting a survey point at or near airports. Any pre-marks set on military installations or private property will be removed as soon as possible after the survey work is completed, or at the request of the Installation Commander, property owner, and/or designated representative.

7-5. Mandatory Requirements

There are no mandatory requirements in this chapter.